**Terminal Degrees & Hiring** MLS PPS 04.01.01

 Effective Date: 5/1/2022

 Review Date: 5/01/2025

 Next Review Date: 4/2/2027 (E5Y)

 Sr. Reviewer: MLS Chair

# 01. Policy Statement: It is the policy of the Medical Laboratory Science (MLS) Program to hire faculty holding an earned master's degree to teach undergraduate courses and an earned doctorate to teach graduate courses as the terminal degree for each from a regionally accredited institution. The terminal degree for practice in medical laboratory science is a bachelor’s degree in MLS  (previously known as clinical laboratory science [CLS])with certification. The terminal degree for MLS Program education is the master’s degree. *While the terminal degree is a master’s degree, an earned doctorate including the Doctorate in CLS, in one of these areas is preferred*. The degree should be from a regionally accredited college or university.

# 01.01 [AA/PPS No. 04.01.01 (7.02) Faculty Hiring](https://policies.txstate.edu/division-policies/academic-affairs/04-01-01.html)

# 02. Definitions

# 02.01 It is the intent of the MLS Program to hire and assign faculty to courses who have the appropriate qualifications given the unique requirements for courses to satisfy NAACLS accreditation.

# 02.02 Providing equal employment opportunities.

# 03. Practice

# The MLS Program will observe the following terminal degree requirements.

03.01 Required academic credential for faculty teaching didactic baccalaureate courses and clinical practice coursework:

a. Clinical Laboratory Science,

b. Medical Laboratory Science,

c. Health Sciences,

d. Healthcare Administration,

e. Public Health,

f. Biology,

g. Microbiology,

h. Chemistry,

I. Education,

j. Physiology,

h. Medicine.

03.02 Required licensure, credentials, and certifications for faculty teaching didactic baccalaureate courses are a Medical Laboratory Science national credential [MLS (ASCP)] or categorical/specialist credential [e.g., SM (ASCP), SBB (ASCP)]. Possible other certification from the American Medical Technologists (AMT) and/or American Association of Bio Analysts (AAB) may be evaluated on an individual basis.

03.03 At least one of the faculty degrees should be in Clinical Laboratory Science or Medical Laboratory Science.

# 04. Procedures for Selection of the Search Committee

04.01 When approval for hire has been granted by the Office of the Provost and the CHP Dean, the MLS Chair will appoint a Search Committee and Chair from the senior faculty.

04.02 The MLS Program Chair will advertise, at a minimum, in the *Chronicle of Higher Education*.

04.03 The Chair of the Search Committee will:

a. Work with the MLS Program Chair to ensure the position posting is accurate. See the University policy for procedures for submitting a posting.

a. Screen applicants for appropriate degrees, as listed above, and other required qualifications. Candidates screened out will not be further evaluated.

c. Verify with the HR-Talent Acquisition team to determine veteran preference.

d. Send out the hiring matrix to the Search Committee and Chair.

e. Develop an anonymous survey for Search Committee members to rate each candidate after interviews.

f. Meet with the Search Committee (in person or virtually) to discuss and narrow the scope of applicants to 3-4.

g. Schedule remote interviews, preferably on Fridays when there are fewer schedule conflicts due to classes.

i. Collect surveys from faculty after each interview and rank order the candidates. No more than 3 will advance to the on-campus round of interviews.

j. Arrange for the second round of interviews by checking all calendars, including the MLS Program Chair and CHP Dean.

k. If the search is unfruitful, work with MLS Program Chair to close and reopen the posting to start again.

4.04 Search Committee members will:

a. Independently evaluate each candidate based on required and preferred qualifications. The hiring matrix will guide the scoring process.

b. Look at the records of those screened out for discussion purposes, but no further evaluation is necessary.

c. Attend all interviews, as their schedule allow.

d. Complete the evaluation survey after each interview to determine if the candidate will advance to the on-campus round of interviews. Provide sufficient comments to enable the Chair of the Search Committee to rank order the candidates.

4.05 The MLS Program will:

* + 1. Interview each candidate in person. During the interview, cover the following:

1. The Provost and VPAA must approve salary and applicable start-up funding offers.

2. Policy on credit toward tenure (<3yrs), based on optics of applicant’s record using current MLS T&P Policy as lens.

3. Typical workload (teaching, research, service).

4. Expectations of collegiality (be present to develop relationships).

5. University, CHP, and MLS strategy (Move to RR, desired future degree programs, etc.)

6. Courses that might be taught by candidate in his or her first semester.

7. If the search is unfruitful, work with the Chair of the Search Committee and the Dean to close and reopen the posting.

# 05. Hiring the Candidate

05.01 The MLS Chair will:

a. Initiate the hiring proposal by selecting “Start Hiring Proposal” link on the applicant’s job application.

b. Research the following:

c. Current salary of candidates.

d. Miles traveled for move.

e. CUPA Salary

f. Candidate’s record using MLS Program T&P Policy as a lens.

g. Package a hiring proposal to send through the Office of the Dean to the Office of the Provost. Include analysis performed and CVs for each candidate. For example:

|  |  |  |
| --- | --- | --- |
|   |           (1) Smith |           (2) Brown |
| Rank | Associate Professor | Assistant Professor |
| Tenure Credit | 2 yr | none |
| Moving exp | $6,500  | $3,900  |
|  (justification) | 1422 mi | 543 mi |
| CUPA Salary | $88,168  | $71,600  |
| 3% negotiation | $2,645  | $2,148  |

h. When hiring package is approved, contact each candidate (one at a time, and in order of priority) to present the offer.

i. When the candidate counters, provide details of the counter to the Dean.

j. Get back with the candidate to discuss final offer.

k. Once an agreement is made:

1. Inform the Dean and the Search Committee.

2. Ask the candidate to fill out the research agenda portion of the hiring proposal. This is forward through the Office of the Dean to the Office of the Provost.

3. Faculty and Academic Resources will prepare a contract for signature and will mail this contract to the candidate.

i. Identify an office in the MLS Program suite for the incoming faculty member.